# Letterhead-A4

**SAFE**
DO NOT place important text or images beyond the blue border area to prevent trimming.

**Anything left outside the blue box may be cut off during trimming.**

**TRIM**
This is the actual cut of the final design.

**BLEED ZONE 3mm from left, right, top and bottom side:**
Make sure to extend the background images or colours all the way to the edge of the black outline.

**Please save your artwork without blue, purple, gray and black frames**

Final Size : 210 x 297mm (W x H)
Size with Bleeds : 216 x 303mm (W x H)